

Pr-Assist Role Designation

Please check one

NEW **CHANGE** **REMOVAL**

DATE _____

USERNAME _____ DEPARTMENT _____

DEPARTMENT ROLES WILL BE ISSUED IN (if different than above)

LAST NAME _____ FIRST NAME _____

TITLE _____

FUNCTIONS THAT YOU WILL PERFORM (PLEASE CHECK ROLE):

PAF Creator: Select this if you will be creating, modifying, revising or separating appointments in this system. _____

Supervisor (Department approver): Select this if you will be doing the first level of approvals for appointments and/or approving timesheets for your department. _____

Department Head (Department approver): Select this if you will be doing the second level of approvals for appointments and/or approving timesheets for your department. _____

Timekeeper: Select this role if you will be entering or reviewing timesheets. _____

APPLICANT'S SIGNATURE _____

If this form is for anyone other than the appointed Department Chair, this form must be authorized by your supervisor.

NAME: _____

LAST NAME FIRST NAME

SIGNATURE: _____

TITLE: _____

DATE: _____